

Minute and Note Taking (Part-Time)

Minute and note taking is an essential part of business meetings to all employees within a supportive role who is responsible for documenting meetings and recording actions. The individual taking minutes and notes must be proficient and skilled at producing clear and concise minutes to support the business and this course will give you the confidence to do so.

This course covers the following topics:

Minute taking:

- Introduction and overview
- Role of a minute taker
- Skills of a minute taker
- Minute styles
- Preparing minutes
- Developing your skills

Note taking:

- Overview
- How to take better notes
- Making the best notes possible
- Reviewing your notes
- Hints and tips
- Note taking kit

If you are over 19 and are currently living in Wales you could be eligible for a FREE course under the Welsh Government Personal Learning Accounts (PLA) funding. We can discuss funding with you upon enquiry.

Entry Requirements

None.

Coleg Afan
Coleg Bannau Brycheiniog
Academi Chwaraeon Llandarcy
Canolfan Ragoriaeth Adeiladwaith Maesteg
Coleg Castell-nedd
Coleg Y Drenewydd
Coleg Pontardawe
Canolfan Adeiladwaith Abertawe

Afan College
Brecon Beacons College
Llandarcy Academy of Sport
Maesteg Construction Centre of Excellence
Neath College
Newtown College
Pontardawe College
Swansea Construction Centre





Career Prospects

This course is for anyone within a secretarial, administration or other minute taking role who wishes to develop their minute and note taking skills.

Course Modules

This course covers the following topics:

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- Minute styles
- Preparing minutes
- Developing your skills

Note taking:

- Overview
- How to take better notes
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- Hints and tips
- Note taking kit

Assessment

Course attendance.

STUDY MODE

PT

LOCATION

Neath College - 0330 818 8100

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COURSE LENGTH

1D

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